

EMERGENCY SERVICES DIVISION

PROCEDURE

BROOKHAVEN NATIONAL LABORATORY

Procedure No. EP-SOP-5.2

Revision No.4

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NOTIFICATION OF EMERGENCY RESPONSE PERSONNEL

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**ES&H SERVICES DIVISION PROCEDURE
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Notification of Emergency Response Personnel

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1.0 PURPOSE/SCOPE

- 1.1 The purpose of this procedure is to detail the steps necessary to notify and mobilize BNL emergency response personnel.
- 1.2 This procedure describes the notification process for the entire range of event severity from minor incidents and releases up through emergencies as defined in the BNL Emergency Plan.

2.0 RESPONSIBILITIES

Per the Procedure Section 6.0.

3.0 DEFINITIONS

None.

4.0 PREREQUISITES

- 4.1 Notification of an event has been made to the Police Group and Fire/Rescue Group via 2222 or 911.
- 4.2 Any event is in progress that requires notification of emergency forces.

5.0 PRECAUTIONS

None

6.0 PROCEDURE

6.1 Safeguards and Security Division/Police Group

- 6.1.1 For calls received on extension 2222 or 911 Fire and Police personnel should obtain as much information as possible from the caller. Such information should include:

- ! Name and department of person reporting the information;
- ! Phone number where the caller can be reached;
- ! Location of the spill or incident (Building and Room #);
- ! Material spilled, if known;
- ! Approximate quantity spilled;
- ! Brief description of the incident

- 6.1.2 When directed by the LES, or IC the CAS operator shall:

- 6.1.2.1 Carry out EP-SOP 5.1 Notification of Operational Emergencies
- 6.1.2.2 Sound the sirens.
- 6.1.2.3 Make Plectron announcements

- 6.1.3 Assist the IC in carrying out notifications of emergency response personnel.
- 6.1.4 Maintain a log of all notifications made.
- 6.1.5 Make other notifications required by their internal SOP.

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6.2 Incident Commander (IC)

- 6.2.1 Evaluate the incident and determine the need for additional assistance.
- 6.2.2 If assistance is required, activate the Emergency Response Pager System as necessary to obtain needed support.
- 6.2.3 If the event escalates to an Operational Emergency or higher, carry out EP-SOP-5.1 Notification of Operational Emergencies.
- 6.2.4 Maintain a log of all notifications made.

7.0 REFERENCES

- 7.1 EP-SOP-5.1
- 7.2 BNL Emergency Plan
- 7.3 Emergency Notification Book

8.0 ATTACHMENTS

None

9.0 DOCUMENTATION

The following records shall be maintained in accordance with the Records Inventory and Disposition Schedule File EP-7520

- 9.1 All notifications logs (photocopies are acceptable).